Self-Service Banner – Finance User Guide

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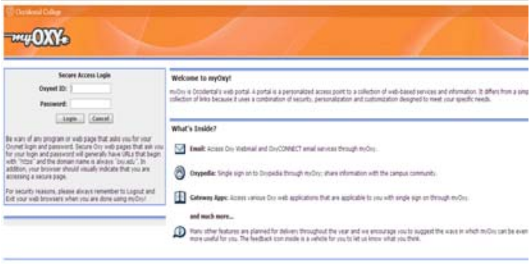
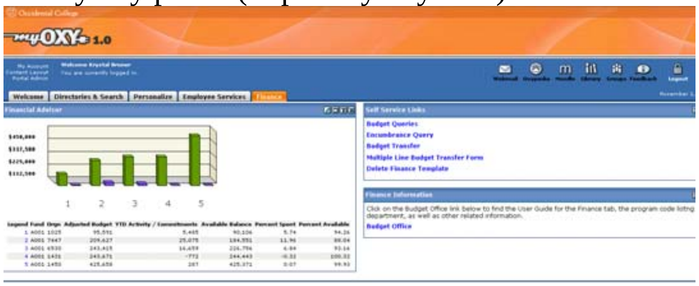
Table of Contents

Finance Tab

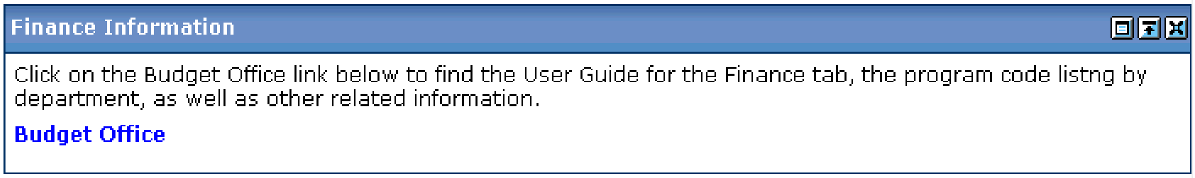
The Finance tab contains the Financial Advisor channel, the Self Service Links channel, and the Finance information channel and is found in the myOxy portal (https://my.oxy.edu/).





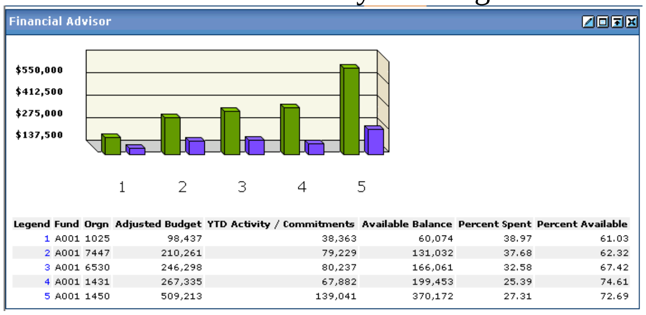
Finance Information Channel

The finance information channel in the Finance tab has a link to the Budget office website. The Budget office website contains the user guide for the finance tab, the program code listing by department (which can help a department user find their program code for a budget transfer), and other related information.



Financial Advisor Channel

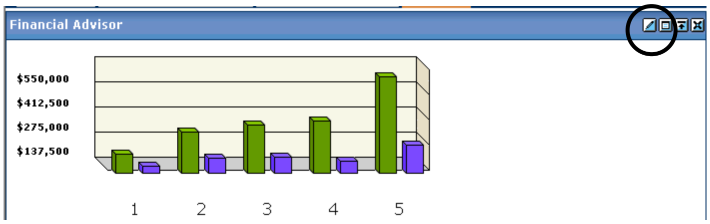
The financial advisor channel in the Finance tab uses a bar graph to show the budget versus expenses for up to five fund/organization code combinations. Below the bar graph, an associated table shows the details for the fund/organization code combinations including adjusted budget, Year-to-Date activity, available balance, percentage of the budget that has been spent, and the percentage of the budget that is still available to spend. Each fund/organization code combination has an associated number in the Legend column which is a navigational link to the Budget Status by Account query. By clicking on this link, it will automatically default the values for Fiscal Year, Chart of Accounts, Fund code, and Organization code for the query. The user is responsible for setting up the financial advisor channel with the appropriate fund/organization code combinations. If a user has more than five fund/organization code combinations to monitor, the financial advisor channel can be subscribed to multiple times to reflect all of the necessary fund/organization code combinations.



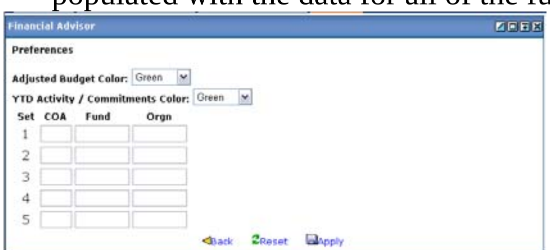
Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1	A001	1025	98,437	38,363	60,074	38.97	61.03
2	A001	7447	210,261	79,229	131,032	37.68	62.32
3	A001	6530	246,298	80,237	166,061	32.58	67.42
4	A001	1431	267,335	67,882	199,453	25.39	74.61
5	A001	1450	509,213	139,041	370,172	27.31	72.69

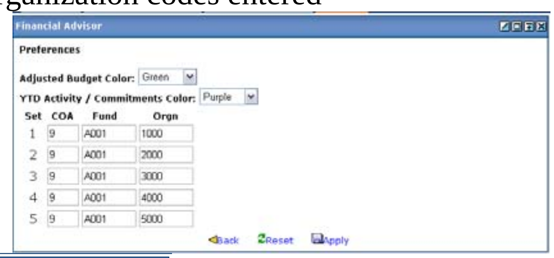
Setting up the Financial Advisor Channel

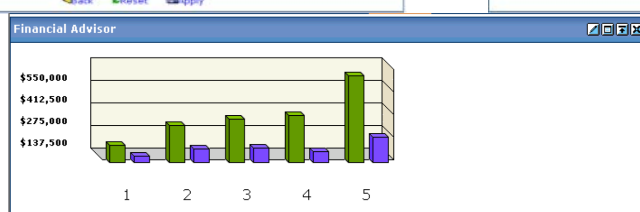
1. Click on the Edit Financial Advisor channel settings button  at the top of the financial advisor channel



2. At the Financial Advisor Preferences screen
   a. Update the following:
      i. Select the Adjusted Budget Color from the drop-down menu
      ii. Select the YTD Activity / Commitments Color from the drop-down menu
      iii. Enter the Chart of Accounts (COA) code for the fund/organization code combination (Note: Oxy only has one chart of accounts code: 9)
      iv. Enter the Fund code for the fund/organization code combination
      v. Enter the Organization (Orgn) code for the fund/organization code combination
   b. Once all fund/organization code combinations have been entered, click the Apply link
      i. Note: the Reset link will automatically clear all settings
   c. Click the Back link to return to the financial advisor channel which will now be populated with the data for all of the fund/organization codes entered

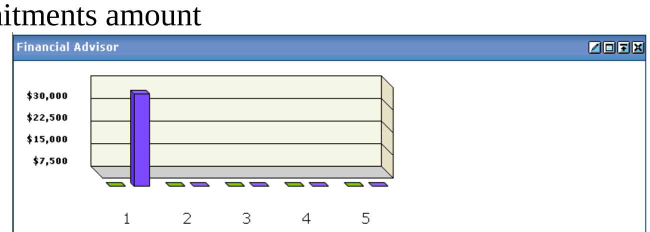






Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1	A001	1025	98,437	38,363	60,074	38.97	61.03
2	A001	7447	210,261	79,229	131,032	37.68	62.32
3	A001	6530	246,298	80,237	166,061	32.58	67.42
4	A001	1431	267,335	67,882	199,453	25.39	74.61
5	A001	1450	509,213	139,041	370,172	27.31	72.69

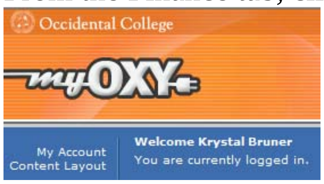
Note: Since non-operating funds do not have budgets the only data that will be displayed in the financial advisor channel for a non-operating fund is YTD Activity / Commitments. To calculate the available balance for the fund, take the beginning balance (obtained from the Business office) and subtract the YTD Activity / Commitments amount



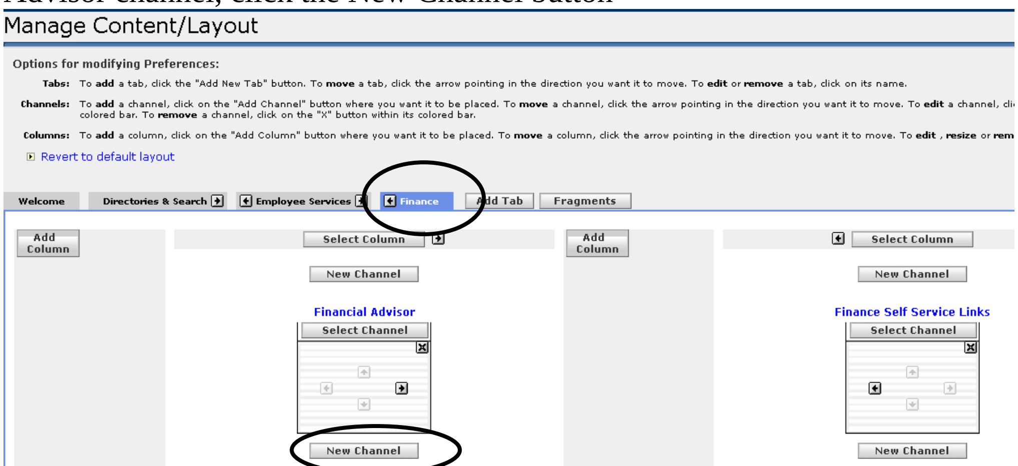
Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1	A770	6170	0	29,678	-29,678		
2			0	0	0		
3			0	0	0		
4			0	0	0		
5			0	0	0		

Subscribing to Multiple Financial Advisor Channels

1. From the Finance tab, click on the Content Layout link at the top left of the screen

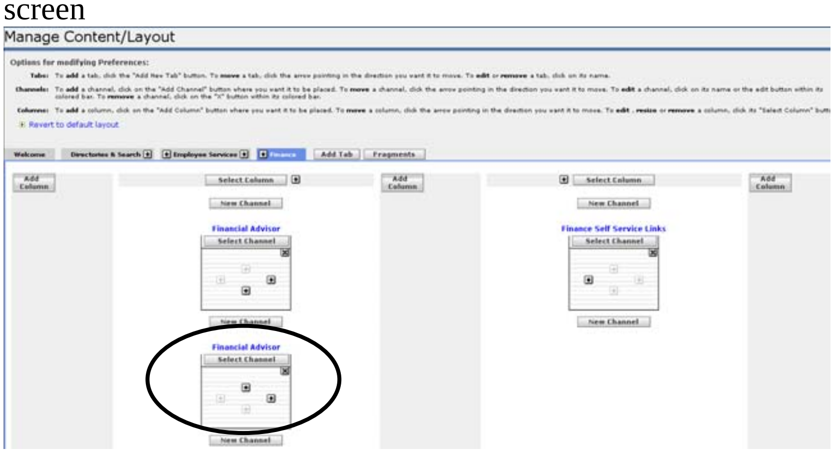


2. On the Manage Content/Layout screen, click the Finance tab and then under the Financial Advisor channel, click the New Channel button

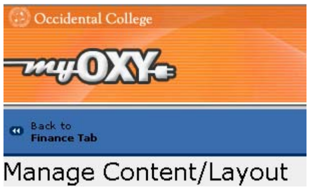


3. Select the following to add another Financial Advisor channel
   a. Select a Category: using the drop-down menu, select Auto-Published and click the go button
   b. Select a channel: click on Financial Advisor to select the channel and then click the Add Channel button

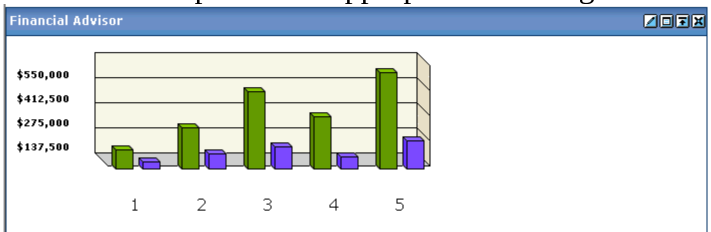
   c. The newly created financial advisor channel will appear on the Manage Content/Layout screen



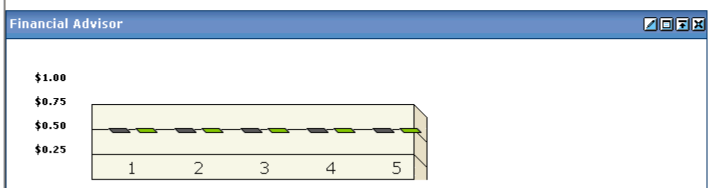
   d. Click the Back to Finance Tab link at the top left of the screen to return to the finance tab



4. The newly created financial advisor channel will appear on the finance tab (this channel will need to be setup with the appropriate fund/organization code combinations)



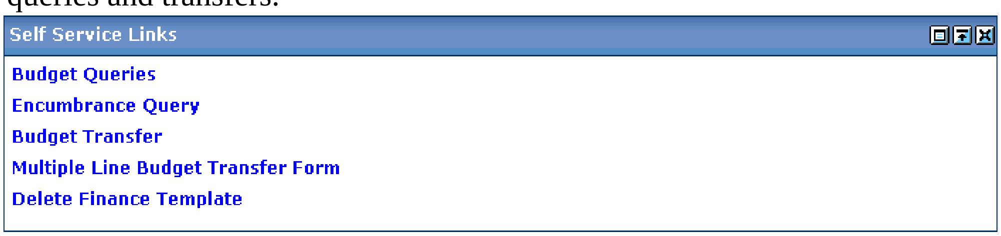
Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1	A001	1025	98,437	38,363	60,074	38.97	61.03
2	A001	7447	210,261	79,229	131,032	37.68	62.32
3	A001	6350	404,924	109,044	295,880	26.93	73.07
4	A001	1431	267,335	67,882	199,453	25.39	74.61
5	A001	1450	509,213	139,041	370,172	27.31	72.69



Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1			0.00	0.00	0.00		
2			0.00	0.00	0.00		
3			0.00	0.00	0.00		
4			0.00	0.00	0.00		
5			0.00	0.00	0.00		

Self Service Links Channel

The self service links channel in the Finance tab contains the links for the budget queries, the encumbrance (purchase order) query, the budget transfer form, the multiple line budget transfer form, and the delete finance template form. The budget queries link allows the user to select from 2 different budget queries to get account information for their designated fund/organization code combinations. The encumbrance query link allows the user to view purchase orders for their designated fund/organization code combinations. The budget transfer link allows the user to make a 2 line budget transfer for their designated fund/organization code combinations. The multiple line budget transfer link allows the user to make up to a 5 line budget transfer for their designated fund/organization code combinations. The delete finance template link allows the user to delete any saved templates for the various queries and transfers.

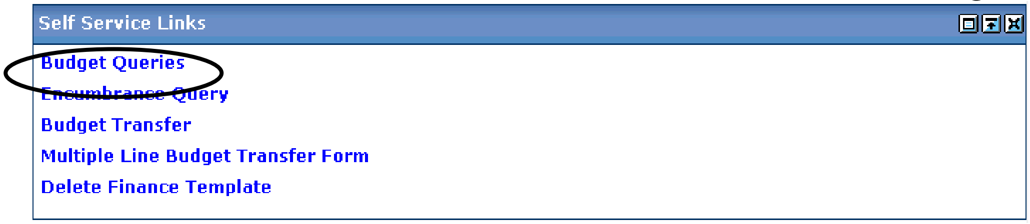


Budget Queries

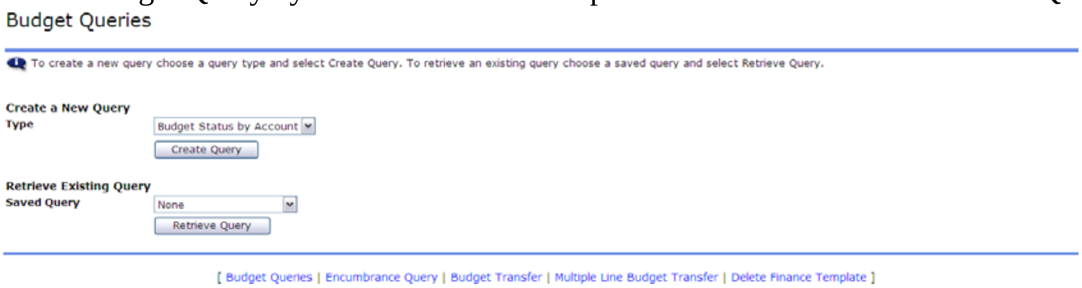
There are two types of budget queries: the Budget Query by Account and the Budget Quick Query. The budget query by account allows the user to receive detailed information for their designated fund/organization code combination whereas the budget quick query gives only summary information.

Budget Query by Account

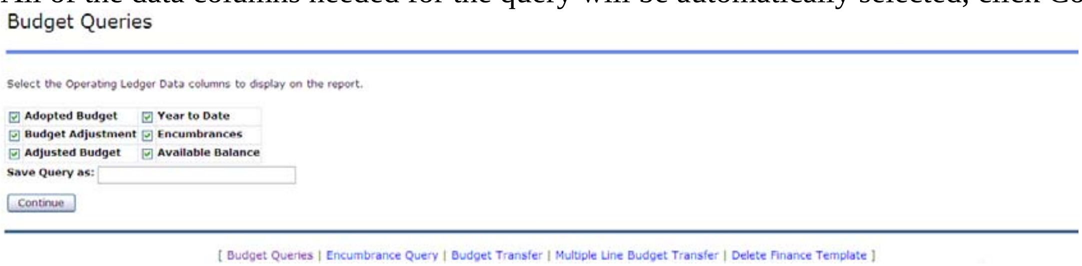
1. From the Finance tab, in the Self Service Links channel, click on the Budget Queries link



2. Select Budget Query by Account from the drop-down menu and click the Create Query button



3. All of the data columns needed for the query will be automatically selected, click Continue

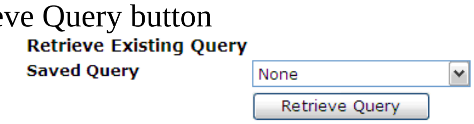


4. Select the query parameters

   a. Fiscal Year: use the drop-down menu to select the fiscal year (the current fiscal year will automatically default)
   b. Fiscal Period: use the drop-down menu to select the fiscal period
      i. The fiscal period relates to each month of the fiscal year:
         1. July – 01
         2. August – 02
         3. September – 03
         4. October – 04
         5. November – 05
         6. December – 06
         7. January – 07

        8. February – 08
        9. March – 09
        10. April – 10
        11. May – 11
        12. June – 12
    ii. When a fiscal period is selected, it will show all data from the start of the fiscal year through the last date of the month for that fiscal period. To see the entire fiscal year, select fiscal period 12
c. Comparison Fiscal Year: this selection allows a user to compare one fiscal year to another
    i. Select None if no comparison is needed
    ii. Select the comparison fiscal year from the drop-down menu to add that year's comparison data to the query

   Notes: for a comparison query to work, the comparison fiscal year and the comparison fiscal period must be selected.
d. Comparison Fiscal Period: this selection is used in tandem with the comparison fiscal year selection
    i. Select None if no comparison is needed
    ii. Select the comparison fiscal period from the drop-down menu
e. Commitment Type: use the drop-down menu to select All
f. Chart of Accounts: this will automatically default with Oxy's only chart of accounts code – 9
g. Fund: enter the fund code
h. Organization: enter the organization code or enter % to bring up all organization codes for that fund
i. Account, Program, and Activity: these codes are not necessary to run the query and can be left blank, however, they can be entered to refine the query results
j. Include Revenue Accounts: this checkbox is automatically selected, however, if the query should not contain revenue accounts, uncheck this box
k. Save Query as: this field is for saving the parameters entered for the query to be used again in the future. If this field is left blank, the parameters will not be saved. If this field is populated with a query name, the parameters will be saved when the Submit Query button is clicked. The query can then be retrieved in the future by selecting the query name from the Retrieve Existing Query drop-down menu and clicking the Retrieve Query button



l. Click the Submit Query button to run the query

5. The query results will automatically display
    a. The Report Parameters section contains the parameters from the query
        i. The period ending date gives the last date of the fiscal period that was selected for the query
        ii. The as of date is the date the query was run

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Oct 31, 2009			
As of Nov 02, 2009			
Chart of Accounts	9 Occidental College	Commitment Type	All
Fund	A001 Current Operations	Program	All
Organization	7410 Test Department Data	Activity	All
Account	All	Location	All

b. The Query Results section contains detailed query information
   i. Account & Account Title: these fields contain the account code and the account code title
   ii. Adopted Budget: the original budget load
   iii. Budget Adjustments: all budget adjustments
   iv. Adjusted Budget: the difference between the original budget load and any budget adjustments
   v. Year to Date: all year to date activity (expenses, etc)
   vi. Encumbrances: any open purchase orders
   vii. Available Balance: the balance available
   viii. Screen Total: total of all records on the screen
   ix. Running Total: total of all records on the screen plus any records previously viewed
   x. Report Total (of all records): total of all records
   xi. Next 15> Button: only 15 account lines will show on the screen at a time, to see the next 15 account lines, click the Next 15 button

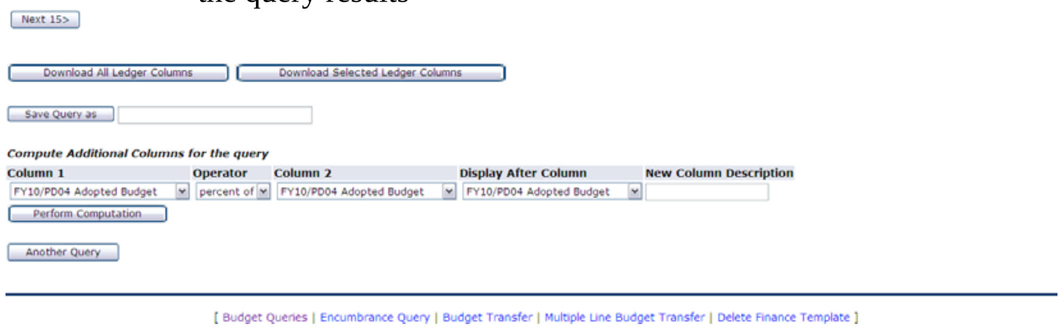
Query Results

Account	Account Title	FY09/PD04 Adopted Budget	FY09/PD04 Budget Adjustment	FY09/PD04 Adjusted Budget	FY09/PD04 Year to Date	FY09/PD04 Encumbrances	FY09/PD04 Available Balance
1813X	Tsfrs In For Other	0.00	0.00	0.00	0.00	0.00	0.0
2322	Other Supplies	1,050.80	0.00	1,050.80	81.18	0.00	969.6
2334	Vehicle Gasoline	5,043.86	0.00	5,043.86	3,342.09	0.00	1,701.7
2347	Equipment Rental	12,982.68	(10,918.21)	2,064.47	0.00	0.00	2,064.4
2349	Other Operating Expenses	3,754.52	0.00	3,754.52	4,471.91	0.00	(717.3
2361	Equipment Maintenance	10,508.04	1,722.37	12,230.41	12,230.41	0.00	0.0
2433	Equipment (Under $5,000)	0.00	0.00	0.00	0.00	0.00	0.0
2434	Equipment (Over $5,000)	0.00	9,195.84	9,195.84	9,195.84	0.00	0.0
Report Total (of all records)		33,339.90	0.00	33,339.90	29,321.43	0.00	4,018.4

Next 15>

c. Below the query results are some additional features that can be used to augment the query data
   i. The Download All Ledger Columns and the Download Selected Ledger Columns buttons will automatically download all query data into Excel
   ii. Compute Additional Columns for the query section – this section allows the user to add computation columns to the query
      1. Column 1: use the drop-down menu to select the first column that should be used in the computation
      2. Operator: use the drop-down menu to select the operation that should be performed between the column 1 and column 2 selections
      3. Column 2: use the drop-down menu to select the second column that should be used in the computation
      4. Display After Column: use the drop-down menu to select the column within the query where the new column should be displayed after
      5. New Column Description: enter the title of the new column

6. Click the Perform Computation button to add the computation column to the query results



d. Within the query results, click on the amount links within the query to display additional information for that selection
   i. The detail screen will show the activity for that account
   ii. The Document List section contains all of the transactions for the account selected
      1. Click on the document code link to bring up the specific document for that transaction
         a. Rule Class Code: this field indicates the type of transaction (Note: a list of commonly used rule class codes (transaction types) can be found at the end of the user guide)
   iii. The Download button will download the document list into Excel

Report Parameters

Organization Budget Status Detail Report

Summary Year to Date Transaction Report

Period Ending Oct 31, 2009

As of Nov 02, 2009

Chart of Accounts:	9 Occidental College	Commitment Type:	All
Fund:	A001 Current Operations	Program:	All
Organization:	7410 Test Department Data	Activity:	All
Account:	2321 Office Supplies	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 20, 2009	Jul 20, 2009	I0485902	Office Depot, Inc.	167.41	INNI
Report Total (of all records):				167.41	

Available Budget Balance: 11,209.60

Download

Save Query as

Another Query

6. Click the Another Query button to run another budget query or the Back to Finance Tab link to return to the finance tab

Comparison Query Example

Below is an example of a comparison query. The comparison query places the columns for both fiscal years next to each other for comparison purposes. All of the same features apply for comparison queries as with non-comparison queries

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Oct 31, 2009			
As of Nov 02, 2009			
Compared to Oct 31, 2008			
Chart of Accounts	9 Occidental College	Commitment Type	All
Fund	A001 Current Operations	Program	All
Organization	7410 Test Department Data	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY09/PD04 Adopted Budget	FY10/PD04 Adopted Budget	FY09/PD04 Budget Adjustment	FY10/PD04 Budget Adjustment	FY09/PD04 Adjusted Budget	FY10/PD04 Adjusted Budget	FY09/PD04 Year to Date	FY10/PD04 Year to Date	FY09/PD04 Encumbrances	FY10/PD04 Encumbrances	FY09/PD04 Available Balance	FY10/PD0 Available Balance
1813X	Tsfrs In For Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
2322	Other Supplies	1,050.80	1,071.82	0.00	0.00	1,050.80	1,071.82	81.18	398.16	0.00	0.00	969.62	673.6
2334	Vehicle Gasoline	5,043.86	5,144.74	0.00	0.00	5,043.86	5,144.74	3,342.09	790.82	0.00	0.00	1,701.77	4,353.9
2347	Equipment Rental	12,982.68	13,242.33	(10,918.21)	0.00	2,064.47	13,242.33	0.00	4,172.50	0.00	0.00	2,064.47	9,069.8
2349	Other Operating Expenses	3,754.52	3,829.61	0.00	0.00	3,754.52	3,829.61	4,471.91	4,259.03	0.00	0.00	(717.39)	(429.4
2361	Equipment Maintenance	10,508.04	10,718.20	1,722.37	0.00	12,230.41	10,718.20	12,230.41	190.00	0.00	0.00	0.00	10,528.2
2433	Equipment (Under $5,000)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
2434	Equipment (Over $5,000)	0.00	0.00	9,195.84	0.00	9,195.84	0.00	9,195.84	0.00	0.00	0.00	0.00	0.0
Report Total (of all records)		33,339.90	34,006.70	0.00	0.00	33,339.90	34,006.70	29,321.43	9,810.51	0.00	0.00	4,018.47	24,196.1

Non-Operating Query Example

Below is an example of a non-operating fund budget query. Since non-operating funds do not have budgets the only data that would potentially be displayed in the query is the year to date activity, encumbrances, and available balance. The available balance will be reflected as a negative number since there is not budget for the fund. To calculate the available balance for the fund, take the beginning balance (obtained from the Business office) and subtract the year to date activity as well as the encumbrances amounts. All of the same features are available for non-operating fund budget queries

Query Results

Account	Account Title	FY10/PD04 Adopted Budget	FY10/PD04 Budget Adjustment	FY10/PD04 Adjusted Budget	FY10/PD04 Year to Date	FY10/PD04 Encumbrances	FY10/PD04 Available Balance
2349	Other Operating Expenses	0.00	0.00	0.00	15,325.00	0.00	(15,325.0
Report Total (of all records)		0.00	0.00	0.00	15,325.00	0.00	(15,325.0

Budget Quick Query

1. From the Finance tab, in the Self Service Links channel, click on the Budget Queries link

   Self Service Links

   Budget Queries
   Encumbrance Query
   Budget Transfer
   Multiple Line Budget Transfer Form
   Delete Finance Template

2. Select Budget Quick Query from the drop-down menu and click the Create Query button

   Budget Queries

   To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

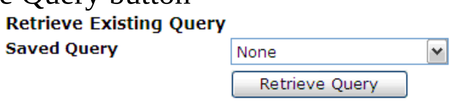
   Create a New Query
   Type Budget Quick Query
   Create Query

   Retrieve Existing Query
   Saved Query None
   Retrieve Query

   [Budget Queries | Encumbrance Query | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

3. Select the query parameters

a. Fiscal Year: use the drop-down menu to select the fiscal year (the current fiscal year will automatically default)
b. Chart of Accounts: this will automatically default with Oxy's only chart of accounts code – 9
c. Fund: enter the fund code
d. Organization: enter the organization code or enter % to bring up all organization codes for that fund
e. Account, Program, and Activity: these codes are not necessary to run the query and can be left blank, however, they can be entered to refine the query results
f. Commitment Type: use the drop-down menu to select All
g. Include Revenue Accounts: this checkbox is not automatically selected, however, if the query should contain revenue accounts, check this box
h. Save Query as: this field is for saving the parameters entered for the query to be used again in the future. If this field is left blank, the parameters will not be saved. If this field is populated with a query name, the parameters will be saved when the Submit Query button is clicked. The query can then be retrieved in the future by selecting the query name from the Retrieve Existing Query drop-down menu and clicking the Retrieve Query button



i. Click the Submit Query button to run the query

4. The query results will automatically display
   a. The Report Parameters section contains the parameters from the query
      i. The period ending date gives the last date of the fiscal period that was selected for the query
      ii. The as of date is the date the query was run

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2010			
As of Nov 02, 2009			
Chart of Accounts	9 Occidental College	Commitment Type	All
Fund	A001 Current Operations	Program	All
Organization	7410 Test Department Data	Activity	All
Account	All	Location	All

   b. The Query Results section contains summary query information
      i. Account & Account Title: these fields contain the account code and the account code title
      ii. Adjusted Budget: the difference between the original budget load and any budget adjustments

iii. Year to Date: all year to date activity (expenses, etc)
iv. Commitments: any open purchase orders
v. Available Balance: the balance available
vi. Screen Total: total of all records on the screen
vii. Running Total: total of all records on the screen plus any records previously viewed
viii. Report Total (of all records): total of all records
ix. Next 15> Button: only 15 account lines will show on the screen at a time, to see the next 15 account lines, click the Next 15 button

Query Results

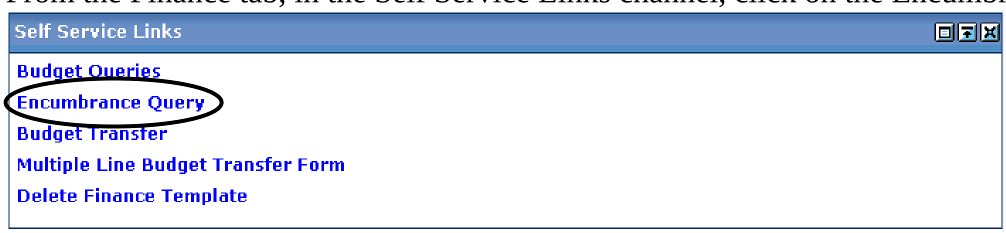
Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
1813X	Tsfrs In For Other	(770.00)	(770.00)	0.00	0.00
2322	Other Supplies	81.18	81.18	0.00	0.00
2334	Vehicle Gasoline	3,342.09	3,342.09	0.00	0.00
2347	Equipment Rental	5,570.00	5,570.00	0.00	0.00
2349	Other Operating Expenses	5,323.72	5,323.72	0.00	0.00
2361	Equipment Maintenance	12,230.41	12,230.41	0.00	0.00
2433	Equipment (Under $5,000)	0.00	0.00	0.00	0.00
2434	Equipment (Over $5,000)	9,195.84	9,195.84	0.00	0.00
Report Total (of all records)		34,973.24	34,973.24	0.00	0.00

5. Click the Another Query button to run another budget query or the Back to Finance Tab link to return to the finance tab

Encumbrance (Purchase Order) Query

The encumbrance query allows users to review information on purchases orders (both open and closed)for their designated fund/organization code combinations.

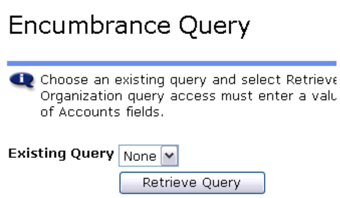
1. From the Finance tab, in the Self Service Links channel, click on the Encumbrance Query link



2. At the Encumbrance Query screen, enter the following parameters:

a. Fiscal Year: use the drop-down menu to select the fiscal year (the current fiscal year will automatically default)
b. Fiscal Period: use the drop-down menu to select the fiscal period
   i. The fiscal period relates to each month of the fiscal year:
      1. July – 01
      2. August – 02
      3. September – 03

            4. October – 04
            5. November – 05
            6. December – 06
            7. January – 07
            8. February – 08
            9. March – 09
            10. April – 10
            11. May – 11
            12. June – 12
        ii. When a fiscal period is selected, it will show all data from the start of the fiscal year through the last date of the month for that fiscal period. To see the entire fiscal year, select fiscal period 12
    c. Encumbrance Status: use the drop-down menu to select the purchase order status
        i. Open – will show all open purchase orders
        ii. Closed – will show all closed purchase orders
        iii. All – will show all purchase orders
    d. Commitment Type: use the drop-down menu to select All
    e. Chart of Accounts: this will automatically default with Oxy's only chart of accounts code – 9
    f. Fund: enter the fund code
    g. Organization: enter the organization code or enter % to bring up all organization codes for that fund
    h. Account, Program, and Activity: these codes are not necessary to run the encumbrance query and can be left blank, however, they can be entered to refine the query results
    i. Save Query as: this field is for saving the parameters entered for the query to be used again in the future. If this field is left blank, the parameters will not be saved. If this field is populated with a query name, the parameters will be saved when the Submit Query button is clicked. The query can then be retrieved in the future by selecting the query name from the Existing Query drop-down menu and clicking the Retrieve Query button



    j. Click the Submit Query button to run the query
3. The query results will automatically display

Select a Document Code link to display accounting distributions for a specific document.

Report Parameters

Organization Encumbrance Status Report

All Encumbrance Summary by Document, Account Distribution

Period Ending Jun 30, 2009

As of Nov 01, 2009

Chart of Accounts	9 Occidental College	Commitment Type	All
Fund Code	A001 Current Operations	Program Code	All
Orgn Code	7410 Test Department Data	Activity Code	All
Account Code	All	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
2310	P0007190	South Bay Document Destruction, Inc	1,000.00	(1,000.00)	.00	.00	.00	.00	Uncommitted
2315	P0007240	Scantron Corporation	2,048.90	(2,048.90)	.00	.00	.00	.00	Uncommitted
2433	P0007449	GovConnection	841.23	.00	(841.23)	841.23	.00	100.00	Uncommitted
Report Total (of all records)			3,890.13	(3,048.90)	(841.23)	841.23	.00	100.00	

Another Query

[Budget Queries | Encumbrance Query | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

a. The Report Parameters section: this section contains the parameters from the query
   i. The period ending date gives the last date of the fiscal period
   ii. The as of date is the date the query was run
b. The Query Results section: this section contains detailed information for each purchase order including account code, document code (purchase order number), description (purchase order vendor), original commitments (original amount of the purchase order), encumbrance adjustments (adjustments to the purchase order, including cancellation of the purchase order), encumbrance liquidations (any part of the purchase order that was liquidated, including payment), year to date (the total amount paid on the purchase order to date), current commitments (the amount that is outstanding on the purchase order), % used (the percentage of the purchase order that has been liquidated)

4. Click on the document code link to display additional information on the purchase order
   a. The document detail screen will show the activity on the purchase order including payment, cancellations, etc. Click on the document code link to bring up the specific document for that transaction on the purchase order
      i. Rule Class Code: this field indicates the type of transaction that took place on the purchase order
         1. PORD – purchase order
         2. PCRD – purchase order cancellation
         3. INEI – Accounts Payable invoice
         4. DNEI – Accounts Payable check paid to the vendor (the document code is the check number)

Select the Document Number link or the Document Code link to display the entire document.

Selected Document

Encumbrance Detail Status Report

By Document, Account Distribution

Period Ending Jun 30, 2009

As of Nov 01, 2009

Chart of Accounts	9 Occidental College	Commitment Type	Uncommitted
Document Number	P0007449	Document Date	Apr 28, 2009
Transaction Description	GovConnection		

Document Detail

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number	Sequence Number	Fund	Organization	Account	Program	Activity	Location
I0479395	INEI	.00	.00	(841.23)	.00	0	1	A001	7410	2433	ISP		
05112953	DNEI	.00	.00	.00	.00	0	1	A001	7410	2433	ISP		
I0479395	INEI	.00	.00	.00	841.23	0	1	A001	7410	2433	ISP		
P0007449	PORD	841.23	.00	.00	.00	0	1	A001	7410	2433	ISP		

Another Query

[Budget Queries | Encumbrance Query | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

5. Click the Another Query button to run another encumbrance query or the Back to Finance Tab link to return to the finance tab

Budget Transfer

The budget transfer form allows users to submit a 2 line budget transfer for their designated fund/organization code combinations.

Budget Transfer Helpful Hints

- There must be available budget at the time the transfer is submitted
    - If there is no budget available when the transfer is submitted, the following error message will appear on the screen:

      Sequence 1:

      Insufficient budget for sequence 1, suspending transaction.

      Notes: Sequence X refers to the line number of the transfer
      Suspending transaction means the transaction did not go through
- Once a transfer is started, it must be completed (it cannot be left in process – all information will be lost)
- Transfers cannot be made on non-operating funds (a non-operating fund is a fund that does not have a budget but instead uses fund balance) – these transfers should be requested from the Budget office (Budgets@oxy.edu)
- Transfers cannot be made to or from revenue accounts – these transfers should be requested from the Budget office (Budgets@oxy.edu)
- Only Temporary Budget Adjustment (BD04) transfers can be made – if a permanent budget adjustment transfer is needed it should be requested from the Budget office (Budgets@oxy.edu)
- Miscellaneous budget transfer error messages:
    - The error message below indicates that a budget period was not selected for the transfer – to correct, simply use the drop-down menu to select the appropriate budget period

      Sequence 1:

      Error on Process 0021
      Budget period is not within the number of periods in the fiscal year.

      Sequence 2:

      Error on Process 0021
      Budget period is not within the number of periods in the fiscal year.
    - Either of the error message below indicates that user does not have fund and/organization code access for the fund and/or organization code listed – to correct, contact the Budget office (Budgets@oxy.edu) to confirm which fund/organization codes are designated to a specific user

      No permission to use fund D027

      No permission to use orgn 5110
    - The error message below indicates that a description was not entered for the transfer – to correct, simply enter an appropriate description for the transfer

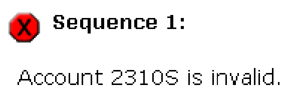
      Sequence 1:

      Transaction Description is missing.

      Sequence 2:

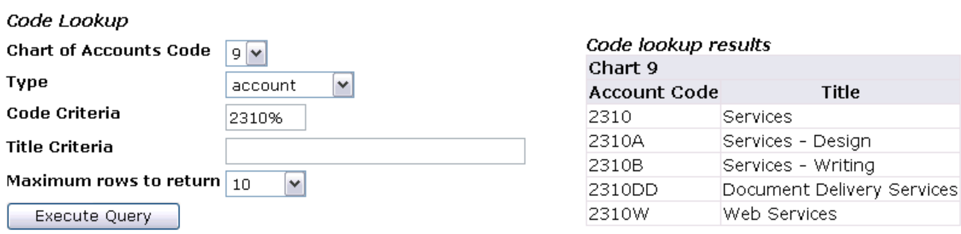
      Transaction Description is missing.

      Note: Sequence X refers to the line number of the transfer
    - The error message below indicates that the account code used for the transfer is not a valid account number – to correct, simply enter an appropriate account number for the transaction

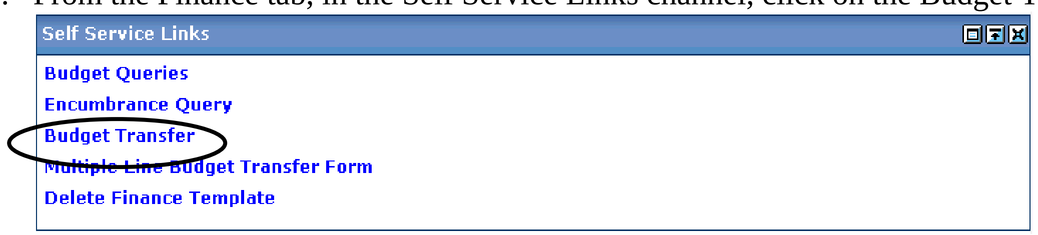


Note: Sequence X refers to the line number of the transfer

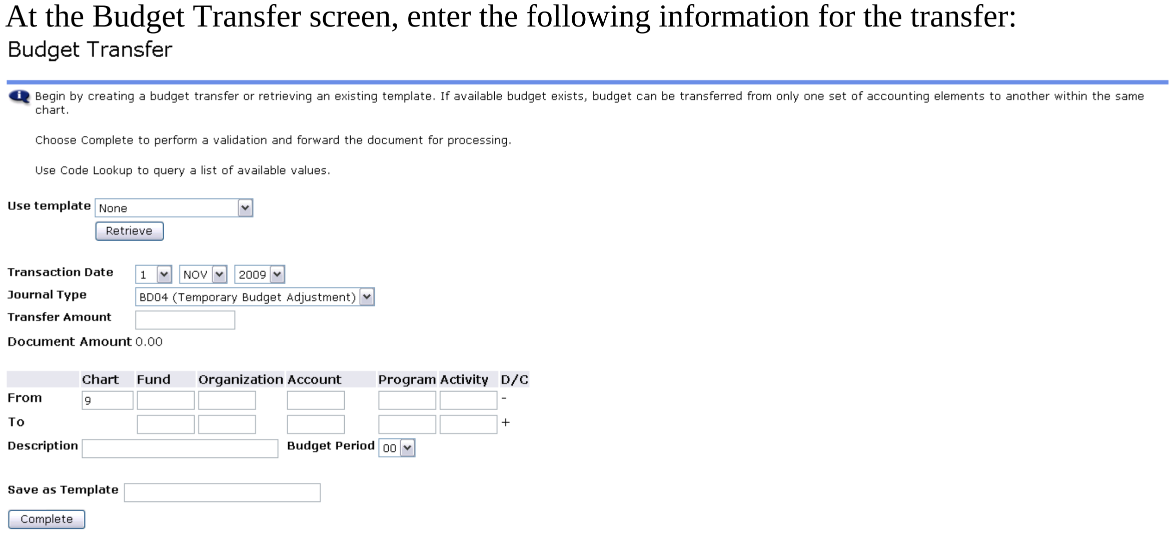
- Budget Transfer Code Lookup:
  Below the budget transfer form is the code lookup section which allows the user to lookup account codes, activity codes, fund codes, organization codes, and program codes to use in transfers
  1. Select the following:
     a. Type: use the drop-down menu to select the type of code to lookup
     b. Code Criteria: enter the code to lookup or leave blank if unknown
        i. If only a portion of the code is known, place a wildcard (%) for the unknown portion in the field
     c. Title Criteria: enter the code title to lookup or leave blank if unknown
        i. If only a portion of the code title is known, place a wildcard (%) for the unknown portion in the field
     d. Maximum rows to return: use the drop-down menu to select the number of records the query should return
  2. Click the Execute Query button – the code lookup results will appear at the top of the transfer screen



1. From the Finance tab, in the Self Service Links channel, click on the Budget Transfer link

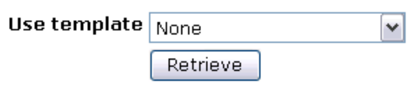


2. At the Budget Transfer screen, enter the following information for the transfer:

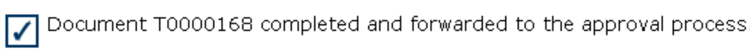


a. Transaction Date: the transaction date will automatically default to the current date but can be updated as needed
    i. The transaction date should coincide with the budget period selected for the transfer
    ii. If posting to a previous budget period, the transaction date must be the last date of the budget period
    iii. At the fiscal yearend, the transaction date is what ensures that the transfer is posted to the correct fiscal year. All transfers made after June 30th that should apply to the previous fiscal year must have a transaction date of 06/30 and a budget period of 12
b. Journal Type: the journal type automatically defaults to BD04 (Temporary Budget Adjustment)
c. Transfer Amount: this amount is the amount that needs be transferred from one account to another
d. Document Amount: this amount will automatically populate when the transfer is completed – it is the sum total of both lines of the transfer (double the transfer amount)
e. From – this is the FOAPAL information that the budget will be taken from:
    i. Chart: automatically populates with Oxy's only chart of accounts code: 9
    ii. Fund: enter the fund code
    iii. Organization: enter the organization code
    iv. Account: enter the account code
    v. Program: enter the program code associated with the organization code being used for the transfer
        1. A list of program codes by department can be found by clicking the Budget office link in the Finance Information channel on the Finance tab
    vi. Activity: enter the activity code or leave blank if no activity code is needed
f. To – this is the FOAPAL information that the budget will be given to:
    i. Chart: automatically populates with Oxy's only chart of accounts code: 9
    ii. Fund: enter the fund code
    iii. Organization: enter the organization code
    iv. Account: enter the account code
    v. Program: enter the program code associated with the organization code being used for the transfer
        1. A list of program codes by department can be found by clicking the Budget office link in the Finance Information channel on the Finance tab
    vi. Activity: enter the activity code or leave blank if no activity code is needed
g. Description: enter an appropriate description for the transaction
    i. The description should begin with: Xfr budget per First Name Initial Last Name (Example: Xfr budget per J. Vance)
h. Budget Period: use the drop-down menu to select the appropriate budget period for the transfer
    i. The budget period relates to each month of the fiscal year:
        1. July – 01
        2. August – 02
        3. September – 03
        4. October – 04
        5. November – 05
        6. December – 06
        7. January – 07

        8. February – 08
        9. March – 09
        10. April – 10
        11. May – 11
        12. June – 12
      ii. The budget period should coincide with the transaction date selected for the transfer
      iii. If posting to a previous budget period, the transaction date should be the last date of the budget period
      iv. At the fiscal yearend, the transaction date is what ensures that the transfer is posted to the correct fiscal year. All transfers made after June 30th that should apply to the previous fiscal year should have a transaction date of 06/30 and a budget period of 12
   i. Save as Template: this field is for saving the transfer data entered for the transfer to be used again in the future. If this field is left blank, the transfer data will not be saved. If this field is populated with a transfer name, the transfer data will be saved when the Complete button is clicked. The template can then be retrieved in the future by selecting the transfer name from the Use Template drop-down menu and clicking the Retrieve button



   j. Click the Complete button to submit the transfer
3. The message below will appear when the transfer has been submitted successfully



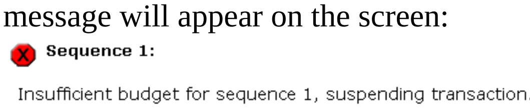
   Notes: -T******** is the system generated document number and should be noted for the departmental records as departments are responsible for keeping documentation related to the transfer for future reference
   -The transfer that was submitted will remain on the screen until another action is selected (if the Complete button is clicked again, the transfer will submit again)
4. Click the Another Transfer button to complete another transfer or the Back to Finance Tab link to return to the finance tab

Multiple Line Budget Transfer

The multiple line budget transfer form allows users to submit a multi-line budget transfer for their designated fund/organization code combinations.

Budget Transfer Helpful Hints

- There must be available budget at the time the transfer is submitted
  - If there is no budget available when the transfer is submitted, the following error message will appear on the screen:



    Notes: Sequence X refers to the line number of the transfer
    Suspending transaction means the transaction did not go through
- Once a transfer is started, it must be completed (it cannot be left in process – all information will be lost)

- Transfers cannot be made on non-operating funds (a non-operating fund is a fund that does not have a budget but instead uses fund balance) – these transfers should be requested from the Budget office (Budgets@oxy.edu)
- Transfers cannot be made to or from revenue accounts – these transfers should be requested from the Budget office (Budgets@oxy.edu)
- Only Temporary Budget Adjustment (BD04) transfers can be made – if a permanent budget adjustment transfer is needed it should be requested from the Budget office (Budgets@oxy.edu)
- Miscellaneous budget transfer error messages:
  - The error message below indicates that a budget period was not selected for the transfer – to correct, simply use the drop-down menu to select the appropriate budget period

    Sequence 1:

    Error on Process 0021
    Budget period is not within the number of periods in the fiscal year.

    Sequence 2:

    Error on Process 0021
    Budget period is not within the number of periods in the fiscal year.
  - Either of the error message below indicates that user does not have fund and/organization code access for the fund and/or organization code listed – to correct, contact the Budget office (Budgets@oxy.edu) to confirm which fund/organization codes are designated to a specific user

    No permission to use fund D027

    No permission to use orgn 5110
  - The error message below indicates that a description was not entered for the transfer – to correct, simply enter an appropriate description for the transfer

    Sequence 1:

    Transaction Description is missing.

    Sequence 2:

    Transaction Description is missing.

    Note: Sequence X refers to the line number of the transfer
  - The error message below indicates that the account code used for the transfer is not a valid account number – to correct, simply enter an appropriate account number for the transaction

    Sequence 1:

    Account 2310S is invalid.

    Note: Sequence X refers to the line number of the transfer
  - The error message below indicates that the document amount entered for the transfer does not match the total of all amounts in the transfer – to correct, simply update the document amount to reflect the total of all amounts in the transfer

    Detail amounts, 1200 not equal document amount of 500.00

    Note: 1200 refers to the total of all amounts in the transfer and 500.00 refers to the document total that was entered for the transfer
- Budget Transfer Code Lookup:
  Below the budget transfer form is the code lookup section which allows the user to lookup account codes, activity codes, fund codes, organization codes, and program codes to use in transfers
  1. Select the following:
     a. Type: use the drop-down menu to select the type of code to lookup
     b. Code Criteria: enter the code to lookup or leave blank if unknown

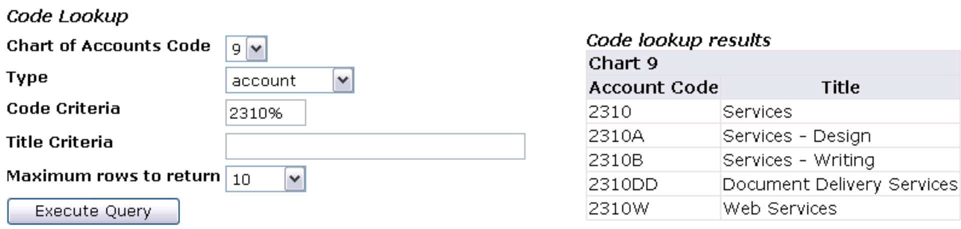
i. If only a portion of the code is known, place a wildcard (%) for the unknown portion in the field

c. Title Criteria: enter the code title to lookup or leave blank if unknown

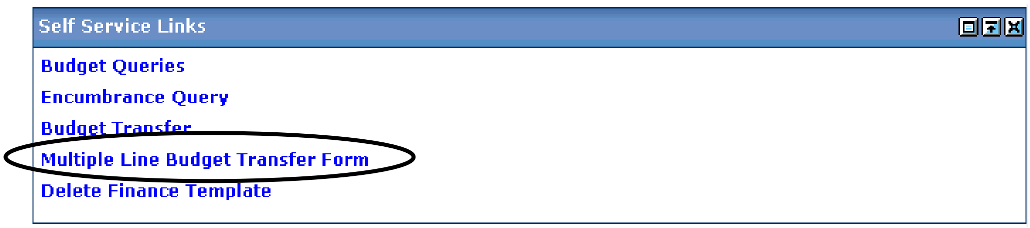
i. If only a portion of the code title is known, place a wildcard (%) for the unknown portion in the field

d. Maximum rows to return: use the drop-down menu to select the number of records the query should return

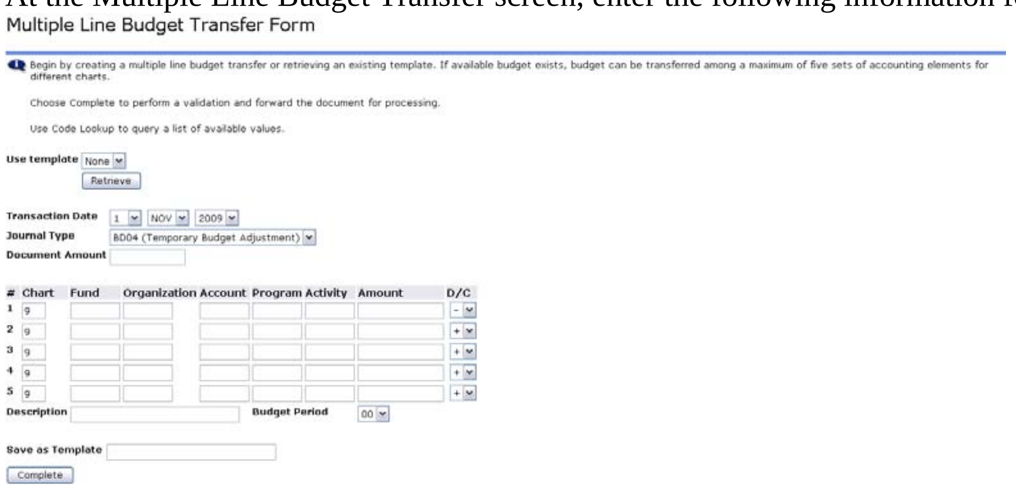
2. Click the Execute Query button – the code lookup results will appear at the top of the transfer screen



1. From the Finance tab, in the Self Service Links channel, click on the Multiple Line Budget Transfer Form link



2. At the Multiple Line Budget Transfer screen, enter the following information for the transfer:



a. Transaction Date: the transaction date will automatically default to the current date but can be updated as needed

i. The transaction date should coincide with the budget period selected for the transfer

ii. If posting to a previous budget period, the transaction date must be the last date of the budget period

iii. At the fiscal yearend, the transaction date is what ensures that the transfer is posted to the correct fiscal year. All transfers made after June 30^{th} that should apply to the previous fiscal year must have a transaction date of 06/30 and a budget period of 12

b. Journal Type: the journal type automatically defaults to BD04 (Temporary Budget Adjustment)

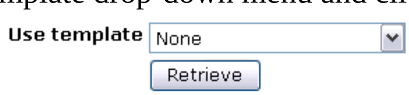
c. Document Amount: this amount is sum total of all amounts in the transfer request

d. Lines #1 – 5: enter the FOAPAL information for the budget transfers
    i. Chart: enter 9
    ii. Fund: enter the fund code
    iii. Organization: enter the organization code
    iv. Account: enter the account code
    v. Program: enter the program code associated with the organization code being used for the transfer
        1. A list of program codes by department can be found by clicking the Budget office link in the Finance Information channel on the Finance tab
    vi. Activity: enter the activity code or leave blank if no activity code is needed
    vii. Amount: the amount that needs to be transferred
    viii. D/C (debit/credit indicator): use the drop-down menu to select either a +/-
        1. +: to transfer budget to a FOAPAL (increase budget)
        2. -: to transfer budget from a FOAPAL (decrease budget)

e. Description: enter an appropriate description for the transaction
    i. The description should begin with: Xfr budget per First Name Initial Last Name (Example: Xfr budget per J. Vance)

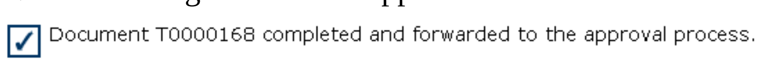
f. Budget Period: use the drop-down menu to select the appropriate budget period for the transfer
    i. The budget period relates to each month of the fiscal year:
        1. July – 01
        2. August – 02
        3. September – 03
        4. October – 04
        5. November – 05
        6. December – 06
        7. January – 07
        8. February – 08
        9. March – 09
        10. April – 10
        11. May – 11
        12. June – 12
    ii. The budget period should coincide with the transaction date selected for the transfer
    iii. If posting to a previous budget period, the transaction date should be the last date of the budget period
    iv. At the fiscal yearend, the transaction date is what ensures that the transfer is posted to the correct fiscal year. All transfers made after June 30th that should apply to the previous fiscal year should have a transaction date of 06/30 and a budget period of 12

g. Save as Template: this field is for saving the transfer data entered for the transfer to be used again in the future. If this field is left blank, the transfer data will not be saved. If this field is populated with a transfer name, the transfer data will be saved when the Complete button is clicked. The template can then be retrieved in the future by selecting the transfer name from the Use Template drop-down menu and clicking the Retrieve button



h. Click the Complete button to submit the transfer

3. The message below will appear when the transfer has been submitted successfully



Notes: -T******** is the system generated document number and should be noted for the departmental records as departments are responsible for keeping documentation related to the transfer for future reference

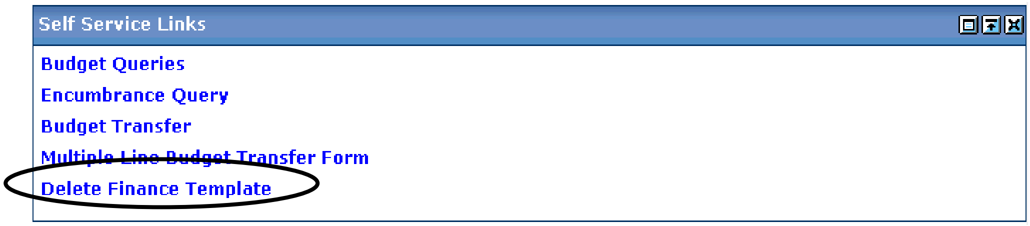
-The transfer that was submitted will remain on the screen until another action is selected (if the Complete button is clicked again, the transfer will submit again)

4. Click the Another Transfer button to complete another transfer or the Back to Finance Tab link to return to the finance tab

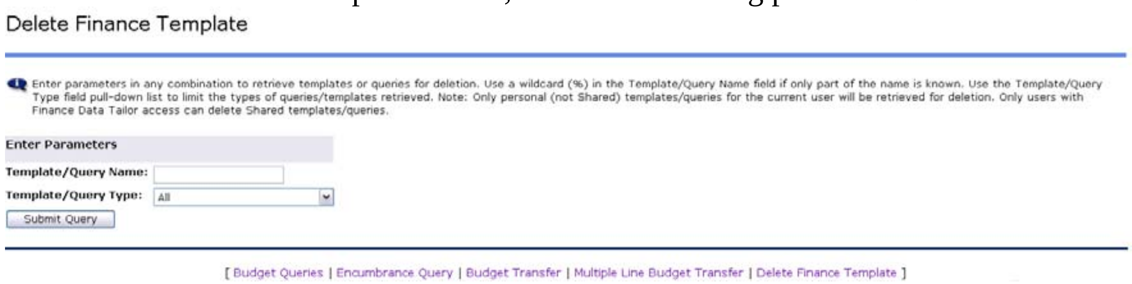
Delete Finance Template

The delete finance template form allows users to delete any saved query or transfer templates.

1. From the Finance tab, in the Self Service Links channel, click on the Delete Finance Template link



2. At the Delete Finance Template screen, enter the following parameters:



   a. Template/Query Name: type in the name of the template/query to delete
      i. If only a portion of the name is known, place a wildcard (%) for the unknown portion of the name
      ii. To bring up all template/queries, use only a wildcard (%) in the field
   b. Template/Query Type: use the drop-down menu to select the type of template/query to delete
      i. All – brings up all template/query types
      ii. Budget Query – brings up all budget queries
      iii. Encumbrance Query – brings up all encumbrance (purchase order) queries
      iv. Budget Transfer – brings up all 2 line budget transfer templates
      v. Multiple Line Budget Transfer – brings up all multiple line budget transfer templates
3. At the Stored Template/Query List screen, select the template/query to delete
   a. Click the delete box on the line of the template/query to delete
   b. Click the Select All button to select all lines for deletion
4. Click the Delete button to delete the template/query
5. The message below will appear when the template/query has been successfully deleted

Finance Helpful Hints

- Fiscal Year: the fiscal year begins on July 1 and ends on June 30 of the next year
  - Current Fiscal Year: 2010 (July 1, 2009 – June 30, 2010)
- Budget/Fiscal Period: each month within the fiscal year has an associated budget/fiscal period
  - July – Budget/Fiscal Period 01
  - August – Budget/Fiscal Period 02
  - September – Budget/Fiscal Period 03
  - October – Budget/Fiscal Period 04
  - November – Budget/Fiscal Period 05
  - December – Budget/Fiscal Period 06
  - January – Budget/Fiscal Period 07
  - February – Budget/Fiscal Period 08
  - March – Budget/Fiscal Period 09
  - April – Budget/Fiscal Period 10
  - May – Budget/Fiscal Period 11
  - June – Budget/Fiscal Period 12
- FOAPAL: Occidental's financial software uses a unique accounting string with an acronym of FOAPAL. The FOAPAL is broken into the codes below. The fund and organization code identifies the department, the account code identifies the type of expense, the activity code is requested by a department to further distinguish specific transactions, and the program code is used in creating the financial statements.
  - Fund Code
  - Organization Code
  - Account Code
  - Program Code
  - Activity Code
  - Location Code (not currently in use)
- Operating Funds: these funds have budgets associated with them
- Non-Operating Funds: these funds do not have budget associated with them but instead use fund balance. These funds are typically any fund other than A001, A004, A005, A008, A015, A010, A013, A017, A041, A042, A043, A044, A045, or A046.
- Rule Codes: below is a list of the most commonly used rule codes which designates the type of transaction
  - ASCC/ASCR/ASCS/ASDE/ASLN/ASWT – Alumni Office Gift Transaction
  - BD01 – Budget Office: Permanent Adopted Budget
  - BD02 – Budget Office: Permanent Budget Adjustment
  - BD04 – Budget Office: Temporary Budget Adjustment
  - CHG1 – Student Account Office Transaction
  - CNEI/CNNC/CNNI – Cancelled Accounts Payable Check Transaction
  - DNEI/DNNC/DNNI – Accounts Payable Check Transaction
  - FT01 – Journal Entry (interfund transfer)
  - All transactions beginning with H – Payroll Transactions
  - ICEI/ICNC/ICNI – Cancelled Accounts Payable Invoice Transaction
  - INEI/INNC/INNI – Accounts Payable Invoice Transaction
  - MIS1 – Cashier Office Transaction
  - PCRD – Cancelled Purchase Order Transaction
  - PORD – Purchase Order
  - TAXL – Accounts Payable Tax Transaction